

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

October 30, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Oconee County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., November 22, 2019.**

The agency and Real Property Services will determine which proposal best suits the university's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
CLEMSON UNIVERSITY
OFFICE SPACE IN OCONEE COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – Clemson University – Office Space

- Location: Oconee County – prefer close proximity to Clemson University
- Expected occupancy date: May 1, 2020
- Total space needed is approximately 13,800 rentable square feet +/- depending on the circulation and common area factor. Please include both rentable and usable square feet in the proposal to include the common area factor (%).
- Ideal set up should include, but is not limited to:

Personnel Areas:

- 1 office of approximately 180 square feet each
- 17 offices of approximately 120 square feet each
- Open floor area to accommodate 48 cubicles of approximately 48 square feet each
- Open floor area to accommodate 12 cubicles of approximately 25 square feet each

Standard Support Areas:

- 2 medium reception areas of approximately 100 square feet each
- 2 beverage alcoves (6 linear feet of cabinet with U.C. refrigerator sink and microwave) of approximately 24 square feet each
- 2 break rooms (seating for 16-20 people each) of approximately 400 square feet each
- 2 copy/print/supply rooms (room for dedicated floor mounted printer and storage) of approximately 120 square feet each
- 2 IT closets (wall mounted racks) of approximately 40 square feet each
- 1 LAN room (floor mounted racks) of approximately 100 square feet
- 4 storage closets (no shelving) of approximately 50 square feet each
- 1 small storage room of approximately 120 square feet
- 1 medium storage room of approximately 180 square feet
- 1 large conference room (seating for 12 people) of approximately 350 square feet
- 4 medium conference rooms (seating for 8 people) of approximately 250 square feet each



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- 2 small conference rooms (seating for 4 people) of approximately 120 square feet each
- 1 work room (open room with work surface and storage) of approximately 120 square feet

Special Support Requirements:

- 1 records storage area of approximately 1,600 square feet
- 1 IT storage/receiving/workroom of approximately 300 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency. Must be wired, wireless, VOIP phone and Metro-E connections. Access to Clemson University Server Network and CCIT, CAT-6 cabling, Clemson University Network, CAT 6-A and fiber optic networking.
- Facility must be climate controlled 24/7.
- Electronic card access system 24/7 and security cameras.
- 88 parking spaces are desired. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for at least 3-year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposal that require the pass-through of any increases in operating expenses above the amount included in the rent are not preferred and may be eliminated from consideration.

STATE REQUIREMENTS

- Standard State lease must be used which will be provided upon request or a copy is available on our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms>.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Lessor is responsible for all costs associated with ADA and fire/safety compliance.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 p.m., November 22, 2019.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).



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- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan for each unit type and overall site plan/floorplans for the property/complex which shows amenities, vehicle and bike parking areas, laundry, etc.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Clemson University. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-0592
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